

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST IV –
Parole Selections Coordinator

SALARY GROUP: B20

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Amanda Flinn DATE: 12/08/2020

POSITION #: 004460

I. JOB SUMMARY

Performs highly complex human resources management work. Work involves coordinating and administering the operation of a human resources management program. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, developing, revising, and implementing Parole selections activities; provides advice and counsel to employees and managers on human resources matters to include placement problems, classification issues, transfers, and demotions of employees; communicates and disseminates information on agency programs and procedures to include the selection process for Parole Officer career path positions; and develops solutions to problems by following procedures and applying policy.
- B. Coordinates the maintenance and analysis of human resources automated systems, files, records, and reports; completes human resources surveys and questionnaires; develops, coordinates, and maintains record keeping and filing systems to include a system for monitoring eligibility for career path promotions; monitors compliance with state and federal laws and regulations; and administers employee grievance procedures.
- C. Coordinates work with organizational units of the agency, state and federal agencies, private organizations, and the public; participates in the planning, design, and presentation of training materials to agency staff; and provides technical assistance and training on human resources issues, policies, procedures, rules, and regulations.
- D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- E. Trains and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Human Resources, Public Administration, Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical program support, human resources, or program administration experience.
3. One year full-time, wage-earning human resources experience.
4. Experience in the supervision of employees preferred.
5. Experience in computer operations preferred.
- * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources administration.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes related to human resources.
3. Knowledge of agency human resources policies and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.

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6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to review technical data and prepare technical reports.
12. Skill in the electronic transmission of communications.
13. Skill to plan work in order to meet established guidelines.
14. Skill to train and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, and operate a motor vehicle.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.